**EMPLOYER EVALUATION OF STUDENT INTERN**

**Student:** \_\_\_\_\_\_\_\_\_\_\_\_ **Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Reviewer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| 1 Unsatisfactory:  | (Never demonstrates this ability/does not meet expectations)  |
| 2 Uncomplimentary:  | (Seldom demonstrates this ability/rarely meets expectations)  |
| 3 Fair:  | (Sometimes demonstrates this ability/meets expectations)  |
| 4 Commendable:  | (Usually demonstrates this ability/sometimes exceeds expectations)  |
| 5 Exceptional:  | (Always demonstrates this ability/consistently exceeds expectations)  |

**If any criteria are not applicable to this internship experience, please circle N/A**

1. **Ability to Learn**
	1. Asks pertinent and purposeful questions. 1 2 3 4 5 N/A
	2. Seeks out and utilizes appropriate resources. 1 2 3 4 5 N/A
	3. Accepts responsibility for mistakes and learns from experiences. 1 2 3 4 5 N/A
2. **Reading/Writing/Computation Skills**
	1. Reads/comprehends/follows written materials. 1 2 3 4 5 N/A
	2. Communicates ideas and concepts clearly in writing. 1 2 3 4 5 N/A
	3. Works with mathematical procedures appropriate to the job. 1 2 3 4 5 N/A
3. **Listening & Oral Communication Skills**
	1. Listens to others in an active and attentive manner. 1 2 3 4 5 N/A
	2. Effectively participates in meetings or group settings. 1 2 3 4 5 N/A
	3. Demonstrates effective verbal communication skills. 1 2 3 4 5 N/A
4. **Creative Thinking & Problem-Solving Skills.**
	1. Breaks down complex tasks/problems into manageable pieces. 1 2 3 4 5 N/A
	2. Brainstorms/develops options and ideas. 1 2 3 4 5 N/A
	3. Demonstrates an analytical capacity. 1 2 3 4 5 N/A
5. **Professional & Career Development Skills**
	1. Exhibits self-motivated approach to work. 1 2 3 4 5 N/A
	2. Demonstrates ability to set appropriate priorities/goals. 1 2 3 4 5 N/A
	3. Exhibits professional behavior and attitude. 1 2 3 4 5 N/A
	4. Performs work tasks according to high standards. 1 2 3 4 5 N/A

1. **Interpersonal & Teamwork Skills**

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|  1. Manages and resolves conflict in an effective manner.  | 1 2 3 4 5 N/A  |
|  2. Supports and contributes to a team atmosphere.  | 1 2 3 4 5 N/A  |
|  3. Demonstrates assertive but appropriate behavior. G. **Organizational Effectiveness Skills**  | 1 2 3 4 5 N/A  |
| 1. Seeks to understand and support the organization’s mission/goals  | 1 2 3 4 5 N/A  |
|  2. Fits in with the norms and expectations of the organization H. **Basic Work Habits**  | 1 2 3 4 5 N/A  |
|  1. Reports to work as scheduled and on time  | 1 2 3 4 5 N/A  |
|  2. Exhibits a positive and constructive attitude  | 1 2 3 4 5 N/A  |
|  3. Dress and appearance are appropriate for this organization  | 1 2 3 4 5 N/A  |